



SCOTTISH PARA-FOOTBALL

Whistleblowing Policy

This policy is written to underpin both Scottish Para-Football as well Para-Football Game Leader Organisations who are members of Scottish Para-Football. Therefore this policy will be adopted by each individual Para-Football Game Leader Organisation. If your concern relate to Scottish Para-Football please contact the National Office. However if your concern relate to a Para-Football Game Leader Organisation please contact their Committee directly.

1. Introduction

1.1 Scottish Para-Football and Para-Football Game Leader Organisations are committed to the highest standards of openness, probity and accountability. An important aspects of accountability and transparency is a mechanism to enable Scottish Para-Football staff and registered members to voice concerns in a responsible and effective manner. It is a fundamental terms of every contract of employment that an employee or worker will faithfully serve their employer and not disclose confidential information about the employers affairs. Nevertheless, where an Scottish Para-Football member of staff, Scottish Para-Football office volunteer working or an Scottish Para-Football registered member discovers information which they believe shows serious malpractice or wrongdoing within Scottish Para-Football or Para-Football Game Leader Organisations then this information should be disclosed internally without fear of reprisal and there should be arrangements to enable this to be done independently of line management (although in relatively minor instances the Line Manger would be the appropriate person to be told)

1.2 The Public Interest Disclosure Act, which came into effect in 1999, gives legal protection to employees against being dismissed or penalised by their employers as a result of publicly disclosing certain serious concerns. Scottish Para-Football has endorsed the provisions set out below so as to ensure that no Scottish Para-Football member of staff, Scottish Para-Football office volunteers working or and Scottish Para-Football registered member should feel at a disadvantage in raising legitimate concerns.

1.3 It should be emphasised that this policy is intended to assist individuals who believe they have discovered malpractice or impropriety. It is not designed to questions financial or business decisions taken by the Scottish Para-Football nor should it be used to reconsider any matters which have already been addressed under harassment, complaint, disciplinary or other procedures. Once the whistleblowing procedures are in place it is reasonable to expect an Scottish Para-Football member of staff, Scottish Para-Football office volunteer working or an Scottish Para-Football registered member to use them rather than air their complaints outside Scottish Para-Football.

1.4 This policy applies to all permanent and short-term employees of Scottish Para-Football. It also applies to an Scottish Para-Football office volunteer worker, Scottish Para-Football registered members, Para-Football Participants, external contractors and agency employees while they are at Scottish Para-Football.

2. Scope pf Policy

2.1 This policy is designed to enable an Scottish Para-Football member of staff, Scottish Para-Football Office volunteer worker, Scottish Para-Football registered member or a Para-Football participant to raise concerns internally and at a high level and to disclose information which the individual believes shows malpractice or impropriety (protected disclosure under the legislation) This policy is intended to cover investigated separately but might then lead to the invocation of other procedures e.g. disciplinary. These concerns could include.

- 2.1.1 Financial malpractice or impropriety or fraud
- 2.1.1 Failure to comply with a legal obligation of Statutes
- 2.1.3 Dangers to Health and Safety of the environment
- 2.1.4 Criminal activity
- 2.1.5 Improper conduct or unethical behaviour
- 2.1.6 Attempts to conceal any of these

3. Responsibilities

- 3.1 The Board has overall responsibility for ensuring that:
 - 3.1.1 Appropriate procedures are in place;
 - 3.1.2 They are implemented
 - 3.1.3 Any concerns and any action taken is reported to the Board; and
 - 3.1.4 All staff are aware of their rights and duties under the Public Interest Disclosure Act 1998

4. Safeguards

4.1 Protection

4.1.1 This policy is designed to offer protection to an Scottish Para-Football member to staff, Scottish Para-Football office volunteer worker, Scottish Para-Football Registered member or Para-Football participant who disclose such concerns, provided the disclosure is made.

4.1.1.1 In the interest of Scottish Para-Football or its registered members

4.1.1.2 In the reasonable belief of the individual making the protected make the disclosure that it tends to show malpractice or impropriety and if they make the disclosure to an appropriate person (see below) it is important to note than no protection from internal disciplinary procedures is offered to those who choose not to use the procedure. In an extreme case malicious or will allegations could give rise to legal action on the part of the persons complained about.

4.1.1.4 Does not disclose any confidential information to any person other than the Board (except where such disclosure has previously been authorised by the Scottish Para-Football, or is made in the course of obtaining legal advice, or is made to an appropriate public authority listed in the Public Interest Disclosure (Prescribed Person) order 1999m which can be found at www.legislation.hmson.gov.uk); and

4.1.1.5 To not expect any personal gain from making such a disclosure

4.1.2 An Scottish Para-Football member of staff, Scottish Para-Football office volunteers worker, an Scottish Para-Football registered member or Para-Football Participant who disclose such concerns will be protected from suffering a detriment, bullying or harassment from the Scottish Para-Football, other employees, office volunteers or registered members. Scottish Para-Football employees, office volunteers or registered members found to be mistreating another employee, office volunteer or registered member for making a disclosure could be subject to disciplinary action in line with the Scottish Para-Football Disciplinary procedures.

4.2 Confidentiality

4.2.1 Scottish Para-Football will treat all such disclosures in a confidentially and sensitive manner in accordance with the Scottish Para-Football Confidentiality Policy

4.2.2 The identity of the individual making the allegation may be kept confidential so long as it does not hinder or frustrate any investigation. However the investigation process may reveal the source of the information and the individual making the disclosure may need to provide a statement as part of the evidence required.

4.3 Anonymous Allegations

4.3.1 This policy encourages individuals to put their name to any disclosures they make. Concerns expressed anonymously are much less credible but they may be considered at the discretion of the Board.

4.3.2 In exercising the discretion the factors to be taken into account will include:

4.3.2.1 The seriousness of the issues being raised

4.3.2.2 The credibility of the concern

4.3.2.3 The likelihood of confirming the allegation from attributable sources.

4.4 Untrue Allegations

4.4.1 If an individual makes an allegation or disclosure in the interests of Scottish Para-Football or its registered members or which in the individual's reasonable belief is in the public interest and which, after investigation, is not established no disciplinary action may be taken against that individual provided that the individual has taken reasonable efforts to comply with this policy and the following paragraph or unless such disciplinary action is unlawful.

4.4.2 In making a disclosure the individual should exercise due care to ensure the accuracy of the information provided. If an individual makes malicious or vexatious allegations which have not been established following investigation disciplinary action may be and likely to be taken against that individual particularly if he or she persists with making them unless such action would breach legal obligations on the Scottish Para-Football.

5. Procedures For Making A Disclosure

5.1 On receipt of a complaint of malpractice the member of staff who received and take note of the complaint must pass this information as soon as is reasonably possible to the Board as follows.

5.1.1 Complaints against an individual member of the board should be directed in first instance to the Association Secretary,

5.1.2 In the case of a complaint, which is any way connected with but not against the Secretary, the Board will nominate an impartial individual to act as investigating officer.

5.2 Complaints against the Secretary should be passed to the Board of Trustees who will nominate an appropriate investigating officer.

5.3 The complaint has the right to bypass the Secretary and take their complaint direct to the Board. The Board then has the right to refer the complaint back to the Secretary if the Board feels that the Secretary without any conflict of interest can more appropriately investigate the complaint.

5.4 If there is evidence of criminal activity then the Secretary or investigating officer should inform the police. Cases will be suspended until all Police and Legal Authorities have concluded their business in respect to those allegations

5.5 This procedure should not be used to deal with issues regarding an employee's own contract of employment. There are procedures in place to enable employees to put forward a grievance relating to their own employment or where they believe they have been subject to detrimental behaviour at work. The Scottish Para-Football Grievance Policy and Procedures should be referred to in these circumstances. This Whistle Blowing Policy is intended to cover issues of probity and honesty that fall outside the scope of other procedures.

6. Timescales

6.1 Due to the varied nature of these sorts of complaints which may involve internal investigators and/or the police it is not possible to lay down precise timescales for such investigations.

6.2 The Board or investigating officer should ensure that the investigations are undertaken as quickly as possible without affecting the quality and depth of those investigations

6.3 The Board or investigating officer should as soon as practically possible send a written acknowledgement of the concern to the complainant and thereafter report back to them in writing the outcome of the investigation and on the action that is proposed.

6.4 If the investigations is a prolonged one the Board or Investigation officer should keep the complainant informed in writing, as to the progress of the investigation and as to when it is likely to be concluded.

6.5 All responses to the complainant should be in writing and either emailed or posted to their home address.

7. Investigating Procedure

7.1 The Board or investigating officer should follow these steps;

7.1.1 Full details and clarification of the complaint should be obtained

7.1.2 The Board or investigating officer should inform the person against whom the complaint is made as soon as is practically possible. Said person against whom

7.1.3 The Board or investigating officer should consider the involvement of the SPF auditors and the Police at this stage may consult with the Board

7.1.4 The allegations should be fully investigated with the assistance where appropriate, of other individuals / bodies.

7.1.5 A judgement concerning the complaint and validity of the complaint will be made by the Board or investigating officer. This judgement will be detailed in a written report containing the findings of the investigation and reasons for the judgement. The report may be passed to the Board as appropriate.

7.1.6 The Board will decide what action to take. If the complaint is shown to be justified then they will invoke the disciplinary or other appropriate organisation procedures

7.1.7 The complainant should be kept informed of the progress of the investigations and, if appropriate, of the final outcome.

7.1.8 If appropriate a copy of the outcomes will be passed to the Scottish Para-Football Audit and Finance Working Group to enable a review of the procedures.

7.2 If the complainant is not satisfied that their concern is being properly dealt with by the Board or investigating Officer they have the right to raise it in confidence with the Board not involved.

7.3 If the investigation finds the allegations unsubstantiated and all internal procedures have been exhausted but the complainant is not satisfied with the outcome of the investigation the Scottish Para-Football recognises the lawful rights of employees and ex-employees to make disclosures to prescribed persons (such as the Health and Safety Executive, the Audit Commission or the utility regulators) or, where justified, elsewhere.

8. Confidential Reporting

8.1 Scottish Para-Football employees, office volunteers or registered members are often the first to realise that they may be something wrong within the Scottish Para-Football. However they may not express their concerns because they feel that speaking up would be disloyal to their colleagues or to the Scottish Para-Football. They may also fear harassment or victimisation.

8.2 In the circumstances Scottish Para-Football employees, office volunteers or registered members may feel it is easier to ignore the concern rather than report it. In order to combat this in addition to the right to make a public interest disclosure any Scottish Para-Football employees, office volunteers or registered members who has a serious concern about any aspect of the Scottish Para-Football work can, if the matter would not qualify as a public interest disclosure, choose to follow the "confidential reporting route". This route is designed to encourage and enable Scottish Para-Football employees, office volunteers or registered members to raise serious concerns within the Scottish Para-Football rather than ignoring them or raising them externally.

8.3 The investigation procedure detailed above for public interest disclosure will be applied to instances of confidential reporting.

9. Monitoring and Review

9.1 The Secretary will report all complaints (i.e. public interest disclosures and confidential reports) at the next meeting of the Board without revealing the name of the complainant or any unnecessary details.

9.2 The Board will report on the nature of any complaint and any action taken and the resolution of it.

9.3 The Board will review the working of this policy from time to time.

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